

Report for Week Ending 9 April 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 32 actions requiring the printing of 883,300 copies or sets of blank forms. This represents a decrease of 9 actions and a decrease of 96,037 copies or sets compared to last week.
- (2) Eight new and twelve revised forms were approved.
- (3) The revised "Foreign Duty Data Sheet", Form No. 475, which has been "in the mill" for the past several months is about to be released for coordination with Mr. [REDACTED] DD/P. This form, heretofore, [REDACTED] as a 4 part padded set, will be purchased on a competitive basis as a 4 part NCR set from a commercial manufacturer. Estimates received for printing this form commercially compared to having the work done in the Printing Services Division have been very revealing. The low estimate for printing 2500 sets commercially on NCR paper is \$78.75. The estimate furnished by PSD for the same thing is \$154.52. The estimate from PSD for continuing to print as a 4 part padded set is \$112.25.

25X1X8

PRINTED

25X1A9a

b. Intangible

- (1) Material tests completed on new form for Information Reporting from [REDACTED] Contract awarded to [REDACTED] Co. 25X1A5a1

25X1A6a

- (2) Mr. [REDACTED] and I conferred several times with Messrs. [REDACTED] SD/OL, on methods of improving forms supply procedures.

25X1A9a

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25X1A9a

2. Assignments

a. Active

- (1) Revision of the [REDACTED] Hat) and the OO Information Report Forms are pending. We are endeavoring to persuade OO to abandon use of pink paper for their reports.
- (2) Twenty new and ten revised forms are pending.
- (3) Seven Employee Suggestions are being evaluated.
- (4) It is expected that the pending revision of the Personal History Statement, Form No. 444, will go to the printer this week.

25X1A2g

3. News 25X1A9a

a. [REDACTED] will receive OJT in Forms Management for 30-45 days. 25X1A9a

25X1C10e

b. Miss [REDACTED] 25X1A9a
FMB, Mr. [REDACTED] PSD/OL and
[REDACTED]

25X1A6a

c. Twenty-five thousand copies of the corrected Dispatch Form have been delivered to the [REDACTED] Mr. [REDACTED] gave me 25X1A9a a copy of a draft of the new notice on how to use these forms for review.

25X1A9a

d. Messrs. [REDACTED] returned from a weeks detail to the Records Center. 25X1A9a

